



**Job Description**  
**TITLE OF POST: Y3 CLASS TEACHER**  
**Dame Bradbury's, Saffron Walden**  
**Fixed Term, Full Time**  
**4 June - 10 July 2018**

**We are the Stephen Perse Foundation. Extraordinary things happen here every day.**

The Stephen Perse Foundation is inspiring. It is a community in which everyone, staff or student, achieves and makes a contribution every day.

By teaching students to think for themselves, we achieve exceptional results – but for us, education is not just about grades. We see the individual behind the results. We develop strength of character, a sense of social responsibility and an ability to innovate and collaborate. We look for and develop this added value with our staff as well as our students.

A global outlook, a focus on pedagogy, a ground-breaking commitment to digital learning and an emphasis on inspirational learning environments make us different. More than that, our policy of 'looking beyond' underpins education here. Co-curricular learning is integral to what we do, where opportunity and excellence are valued and encouraged.

Our community, led by the Principal, Miss Tricia Kelleher, is made up of a family of six different schools, each with its own Head, comprising 1,100 boys and girls aged 3 to 18, around 150 teaching staff and 145 support staff.

With an Exceptional ISI Inspection report in 2014 and Independent School of the Year 2014/5, we have much to be proud of as we continue our journey.

However, we know that education in the twenty-first century is as much about looking forward as looking back. We have just completed a pioneering redevelopment plan, which includes a five-storey sports and learning centre in the heart of Cambridge. We have also admitted boys to our Senior School as of 2017, offering them access to the same exceptional education as girls.

By celebrating diversity and collaboration in school and with our wider community we encourage students to choose a path that is right for them. We recognise potential in every child and inspire young people to achieve their dreams - guiding them every step of the way.

**Responsible to:** Head of School

**Location:** Dame Bradbury's, Saffron Walden, CB10 2AL

**Role description:** To promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the School and the unique needs of each individual.

**Your Role as a Teacher**

At the Stephen Perse Foundation everyone is a learner. While our pupils enjoy the benefits of a creative and innovative learning environment, our teachers strive to inspire and engage through using a wide range of pedagogical approaches.

We want every teacher to offer the very best in teaching and learning to our students and this will

inevitably, and perhaps even increasingly, involve the digital world. We are iPad 1-to-1 from 11 to 18 and our Junior Schools and Pre-Preps use class sets. We are a leader in the use of digital technology within the classroom and are one of only 11 schools in the UK to be Apple Distinguished Schools. This helps us to support our teachers and learners to have an appropriate use of these technologies. We don't need you to be fluent or confident user of technology before you start working with us but we will want you to have an agile and ambitious mind-set that is open to adopting new techniques. Training and support is offered on a regular basis as part of formal and informal CPD and is focused on student learning.

**Main responsibilities to include:**

**Effective communication and engagement with children, young people and their families and carers.**

- To teach the range of subjects in either Key Stage 1 or Key Stage 2
- To be an effective Form Teacher
- To undertake a designated programme of teaching across all key stages
- Teach consistently high quality lessons
- Deliver schemes of work and lessons that meet the requirements of the EYFS, KS1 & KS2 curriculum
- Provide clear and accurate reports of pupil progress and targets for improvement through the agreed schedule of annual reporting and parent's evenings.
- Establish constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school and community links.
- Provide advice and guidance to parents as required and appropriate.
- Provide support and encouragement to children.

**Child and young person development**

- Fulfil all of the responsibilities and duties required by the Foundation's policies on teaching and learning.
- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which the post-holder is responsible.
- Plan work to meet the learning needs of allocated pupils in a consistent and effective way.
- Use appropriate differentiated teaching and classroom management strategies to motivate pupils and enable each to progress.
- Monitor the progress of pupils for whom the post holder is responsible, set expectations and support pupils progress towards achieving their next steps.
- Maintain appropriate records to demonstrate progress made by pupils.
- Work within the Foundation's agreed discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.

**Safeguarding and promoting the welfare of the child**

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be able to recognise when a child or young person is in danger or at risk of harm, and take action to protect him/her.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

**Supporting transitions**

- Provide all required documentation and evidence to ensure effective transition between classes and schools.
- Maintain appropriate records, both academic and medical, and inform management and administrative staff of any changes to circumstances.
- Listen to concerns, recognise and take account of signs of change in attitudes and behaviour.

**Multi-agency working**

- Show an awareness and knowledge of the range of other agencies/professionals that are available to support the achievement and progress of pupils.
- Establish constructive relationships and communicate with other agencies/professionals to support pupil achievement and welfare.
- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.

**Sharing information**

- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Use clear language to communicate information unambiguously to others including children, young people, their families and carers.
- Liaise between senior staff/teaching staff and teaching assistants in the Foundation.
- Attend staff meetings, open and INSET days.
- Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
- Make an active contribution to the policies and aspirations of the Foundation.

**Administration/Other**

- Organise, manage and maintain an appropriate learning environment and resources.
- Be responsible for the pastoral care of the class and maintain the attendance register accurately.
- Fulfil all of the requirements and duties set out in the current pay and conditions documents relating to the conditions of employment of teachers.
- Achieve any performance criteria or targets arising from the Foundation's performance management arrangements.

**Equalities**

- Ensure services are delivered in accordance with the aims of the Equality Policy Statement.

**General Responsibilities**

- To build and maintain good working relationships with all Foundation colleagues
- To assist as necessary in other Foundation areas at peak times
- To work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed
- Pro-actively to identify areas for improvements within the Foundation
- To act in accordance with Data Protection principles at all times
- To adhere at all times to Foundation Operational and Employment policies and procedures
- To take responsibility for own Health and Safety and that of your colleagues

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

### **Safeguarding and welfare of children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the Foundation website under Recruitment. <http://www.stephenperse.com/recruitment>

### **Terms and conditions**

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

### **Hours of work**

Core hours 8.00am - 4.00pm Monday to Friday with staff meeting on one day until 4:30pm, clubs and fixtures as required term time only PLUS 4 INSET days.

### **Salary**

The Stephen Perse Foundation has its own salary scale, based on previous experience and qualifications.

### **Benefits**

- Lunch and refreshments are provided
- Discount on train travel

### **Application process**

Please apply directly through our online recruitment portal at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment)

**We are unable to accept CVs as a method of application.**

The closing date for applications is **noon on Friday 20th April 2018**

### **Invitation for interview and recruitment arrangements**

The School has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete the online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

If called for interview, you will be required to bring with you:

- **PHOTOGRAPHIC PROOF OF IDENTITY WHICH MUST EITHER BE A PASSPORT, UK DRIVING LICENCE OR RESIDENCE PERMIT, PROOF OF ADDRESS E.G UTILITY BILL (NOT MOBILE PHONE), COUNCIL TAX BILL, BANK STATEMENT NOT MORE THAN THREE MONTHS OLD.**
- **A MINIMUM OF THREE DOCUMENTS MUST BE BROUGHT TO INTERVIEW, ONE OF WHICH MUST BE PHOTOGRAPHIC ID.**

- ***YOUR PROFESSIONAL QUALIFICATION CERTIFICATES.***

References may be taken up before interview.

Interviews will take place on **Friday 27th April 2018**

**Data protection statement**

The Stephen Perse Foundation adheres to the Data Protection Act 1998. In order for us to process your application for employment, we capture information about you. This may include your physical and mental health, and any criminal convictions you may have. All information will be kept confidential. We will only use it to process your application for employment. Your criminal record is used to enable us to discharge our legal obligations as a School. We destroy this information once we have obtained it, and simply log the fact that we have seen it. Your physical and mental health details enable us to assess that you will be able to fulfil the demands of the job. Should your application be unsuccessful we will delete all your information from our systems and dispose of it in a secure manner, unless you request that we retain it.

**PERSON SPECIFICATION  
Y3 CLASS TEACHER**

	Essential	Desirable
<b>Qualifications</b>	<p>Academic credentials – Qualified teacher status</p> <p>Evidence of recent relevant training</p>	
<b>Knowledge &amp; Experience</b>	<p>Experience teaching a Key Stage 1 or 2 class in all national curriculum areas (except music, languages and PE)</p> <p>Able to demonstrate enthusiasm, energy and creativity in their teaching</p> <p>Able to demonstrate flexibility in their classroom practice</p> <p>Confident using technology in their classroom practice</p> <p>Dedicated to inspiring children</p> <p>Committed to pupils attaining the highest possible levels of achievement</p> <p>Able to manage support staff and work in a team</p> <p>Able to demonstrate active involvement in all aspects of school life</p>	
<b>Skills &amp; Aptitudes</b>	<p>A good communicator with adults and children</p> <p>Able to work harmoniously and effectively with colleagues across the Foundation, Parents and members of the community</p> <p>Able to think outside the box</p> <p>Committed to own professional development</p> <p>An interest in innovative teaching and learning methods</p> <p>To work well alongside partner teacher and parallel class teacher</p>	
<b>Personal Attributes</b>	<p>Professionalism and integrity</p> <p>Sensitivity</p> <p>Commitment to the ethos of the school and the Stephen Perse Foundation</p> <p>Dedication, enthusiasm and energy</p> <p>Sense of humour</p>	